



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 03-12-026	OPENING DATE: 04-02-12	CLOSING DATE: 04-23-12	OPEN TO ALL APPLICANTS
POSITION: Communications Specialist JS-1082-13	TYPE OF APPOINTMENT: Career Service	SALARY: \$89,033 - \$115,742 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Executive Office	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: The incumbent works under the supervision of the Director of Governmental and Public Affairs, and is responsible for coordinating internal communications among the approximately 1500 employees of the D.C. Courts. Develops communications plans for each of the various court initiatives and events which include: Building a Great Place to Work, Strategic Management, Work/Life Balance, Health and Wellness, Strategic Human Resources, Black History Month, Hispanic Heritage Month, Law Day, Domestic Violence Awareness Week, Foster Parents Month, the annual Employee Awards Ceremony, and other events that the courts commemorate. Responsible for developing and managing intranet content, ensuring that it is relevant and of interest to and easily accessible by all court employees. Coordinates publication of the Courts' newsletter, the *Full Court* Press on a bi-monthly basis. Develops new channels of communication between divisions, units, teams and their employees, to enhance employee engagement and the productivity of the D.C. Courts, and thus to enhance public trust and confidence in the judiciary.

MINIMUM QUALIFICATIONS: A bachelor's degree in Journalism, Communications, Public Relations, Advertising, or a related field, plus five (5) years of experience in public relations or communications. An advanced degree in a related field can be substituted for up to two years of required experience. **Documentation of education must be submitted with your application or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate candidates' qualifications for the position. All applicants **MUST** respond to each ranking factor on separate sheets of paper. Please describe experience or education which indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Knowledge of and experience with a wide range of written, oral, electronic and social media communication principles, methods and techniques, and the ability to draft and write in a variety of formats to reach different audiences.
2. Knowledge of desktop publishing programs and other web-related skills to assist in developing materials for events.
3. Knowledge of a variety of web-related skills to develop and post intranet and internet content.
4. Ability to plan and implement new formats and products suitable for new media.
5. Excellent written and oral communication skills.
6. Ability to create and implement strategic internal communication plans.
7. Ability to organize events so as to maximize interest and attendance.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; FAX to (202)879-4212; email to jobs@dsc.gov

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.